

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
Alexandria, Virginia 22333-0001

AMC Memorandum
No. 600-8

1 November 2000

Personnel-General

AMC OUTSTANDING INTEGRATED PRODUCT/WEAPON SYSTEM TEAM
OF THE YEAR AWARD

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1. **PURPOSE.** This memorandum prescribes policy and procedures for the administration of the AMC Outstanding Integrated Product/Weapon System Team of the Year Award Program. It establishes award criteria, submission guidelines, selection board criteria, and provides for budgeting the funds to execute the program.

2. **APPLICABILITY.** This memorandum applies to Headquarters (HQ), U.S. Army Materiel Command (AMC) and its Major Subordinate Commands (MSC).

3. **RESPONSIBILITIES.**

a. The AMC Office of the Deputy Chief of Staff for Logistics and Operations (DCSLOG) is the functional proponent for this program. DCSLOG is responsible for program

management, budgeting funds for the award, purchasing and engraving the individual plaques, oversight, board member selection, and completion of the milestones established in Appendix A.

b. The AMC Adjutant General (AG), or representative will serve as board recorder, administratively review the nominations, assemble board packages, prepare the board's recommendation for the chairperson's signature, and assist in preparation of awards.

c. AMC major subordinate commands listed at Appendix B are responsible for selecting a team each year for the annual AMC award competition. Major subordinate commands must also budget and fund travel expenses for their winning teams, if the ceremony is held at HQ, AMC.

4. **POLICY.**

a. The AMC Outstanding Integrated Product/Weapon System Team of the Year Award will be presented annually, by the Commanding General (CG), AMC, to the team that made the most significant contributions in the area of materiel management during the preceding calendar year. A visit will be scheduled at the winning MSC or a special ceremony at HQ, AMC to present the award.

b. Winners will receive a \$5,000 cash award (to be shared equally by DA civilians), appropriate plaques, and the Commander's Award for Civilian Service (civilian), or the Meritorious Service Medal (military). Each person's name will be engraved on the perpetual plaque maintained by the AMC DCSLOG.

c. The first runner-up team members will receive an Achievement Medal for Civilian Service (civilian), or the Army Commendation Medal (military).

d. Remaining nominees will receive AMC Certificates of Achievement.

e. All participants will receive a four-star note signed by the CG, AMC.

f. The MSCs will ensure that their nominations are complete, well written, and all military nominees are within the height and weight standards contained in AR 600-9 and are

eligible to receive honorary awards. Nominations will represent the team's achievements and accomplishments as they relate to the criteria outlined in this memorandum.

5. SELECTION BOARD.

a. The AMC Outstanding Integrated Product/Weapon System Team of the Year Award Board will be established to review the award nominations and recommend to the CG, AMC, the team to receive the annual award. Board members must be familiar with the criteria for the award at Appendix B. The board will consist of five voting and two nonvoting members. The composition of the board will be a mix of HQ and MSC representatives, as follows:

- (1) DCSLOG - President (nonvoting).
- (2) Three colonels (voting).
- (3) Two civilians (GS-14 or GS-15) (voting).
- (4) One representative from the AMC AG (nonvoting recorder).

b. As much as possible, the board will consist of male and female members, and representatives from both HQ and MSC staffs.

c. Board members will vote based on information provided in the nomination packets. Board members will assign points to the top five teams in the following manner:

- First choice = 10 points
- Second choice = 8 points
- Third choice = 6 points
- Fourth choice = 4 points
- Fifth choice = 2 points

6. PROCEDURES.

a. The AMC Outstanding Integrated Product/Weapon System Team of the Year Award Board will convene shortly after receipt of the nomination packets, and at the call of the president.

b. The recorder will compute point totals. The winner will be the team with the most points, and the first runner-up will be the team with the second highest points.

c. When a tie occurs, the number of first place votes will determine the winner. If the number of first place votes is the same, the number of second place votes will determine the winner, then third-place votes, and so on.

d. The recorder will administratively review the nomination packets, assemble board packets, tally the board votes, and prepare the board's recommendations for the board president's signature.

The proponent of this memorandum is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQAMC, ATTN: AMCLG-LS, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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APPENDIX A

AMC OUTSTANDING INTEGRATED PRODUCT/WEAPON SYSTEM TEAM OF THE
YEAR AWARD PROGRAM MILESTONES

MILESTONE: MSCs submit command nominations (fig B-1 & B-2) for preceding calendar year in response to AMCLG's memorandum of November of same.

DATE: 1 February each calendar year.

MILESTONE: AMCLG block time on CG's calendar for award ceremony.

DATE: 1 February each calendar year.

MILESTONE: AMCPE-AG notify board members of date and time for award board.

DATE: 1 February each calendar year.

MILESTONE: AMCLG submit fund request for individual plaques and engraving for perpetual plaque.

DATE: 7 February each calendar year.

MILESTONE: HQ, AMC board members meet and vote.

DATE: 11 February each calendar year.

MILESTONE: AMCPE-AG prepare decision memorandum for CG, AMC for approval of selectees and signature of certificates.

DATE: 14 February each calendar year.

MILESTONE: AMCPE-AG submit request for photographer.

DATE: 14 February each calendar year.

MILESTONE: CG approve/disapprove selection, process is completed, and winners are announced.

DATE: 21 February each calendar year.

MILESTONE: AMCLG schedule award ceremony, and verify attendance of selectees.

DATE: 2 weeks before ceremony each calendar year.

MILESTONE: AMCPE-AG notify PAO, Pentagon, and Hometown News representatives for coverage of award program.

DATE: 2 weeks before ceremony each calendar year.

MILESTONE: AMCLG provide read ahead to CG.

DATE: 1 week prior to award ceremony.

MILESTONE: MSC provide final verification of attendance of selectees and agency representatives.

DATE: 1 week before award ceremony.

MILESTONE: AMCLG/PE conduct final IPR with CG.

DATE: 1 week before award ceremony.

MILESTONE: Award ceremony is conducted in Command Conference Room or at winner's duty station.

DATE: March of each calendar year.

MILESTONE: AMCLG submit request for funds to administer AMC award program.

DATE: September of each calendar year.

MILESTONE: AMCLG publish memorandum soliciting MSC nominations for annual AMC award.

DATE: 1 November each calendar year.

APPENDIX B

CRITERIA AND NOMINATING PROCEDURES FOR AMC OUTSTANDING
INTEGRATED PRODUCT/WEAPON SYSTEM TEAM OF THE YEAR AWARD

1. **GENERAL.** The AMC Outstanding Integrated Product/Weapon System Team of the Year Award was created to annually recognize the contributions of Army weapon system/support program personnel. The award is the culmination of a yearlong recognition program conducted by AMCOM, CECOM, TACOM, SBCCOM, AND OSC.

2. **PURPOSE.** The purpose of this award is to give special recognition to a team for contributions of outstanding significance to the command, and the Army, during the previous calendar year.

3. **ELIGIBILITY.** Eligible personnel are limited as follows: Commissioned officers, Second Lieutenant through Lieutenant Colonel; all Warrant Officers (W-1 through CW4); all Noncommissioned Officers (Sergeant through Sergeant Major), and civilian employees (General Schedule (GS) and Non-Appropriated Funds (NF)) assigned to or permanently attached to and working for AMC.

4. **BASIS FOR SELECTION.** Completion of a significant task or assignment which has significantly contributed to the execution of AMC's mission, while honoring all traditional American military values, placing special emphasis on: loyalty, duty, respect, selfless service, honor, integrity, and personal courage. The following evaluation criteria should be used in selecting MSC winners:

- Team's assigned duties of major significance to the logistics mission were accomplished in such a way as to have been clearly exceptional.

- Team developed or improved logistics methods and procedures, or was responsible for exceptional achievements that caused significant savings or advanced the logistics mission and system readiness.

- Team provided outstanding examples for major logistics programs in terms of highly successful mission accomplishment.

- Team demonstrated a record of achievement and inspired others to improve quantity and quality of their work.

- Team had an established pattern of excellence, as recognized by previous accomplishments (i.e., previous quarter's readiness, stock availability, administrative lead time/procurement lead time (ALT/PLT), etc.).

5. NOMINATION OF CANDIDATES. MSC commanders or staff principals will submit a nomination for a single team selected from their organization to HQ, AMC, ATTN: AMCLG-LS. The nomination must be submitted no later than 1 February for the preceding calendar year. Forward nominations via transmittal memorandum (Figure B-1) with the signature of the commander or staff principal. Each nomination will include the following:

a. Nomination sheet (Figure B-2)- One sheet of plain bond paper containing the following information:

(1) Title of team, team members, individual titles of team members.

(2) A brief description of the team's charter and responsibilities, including the scope of their work.

b. Narrative. Double-spaced, on plain bond paper, not more than three pages. Accomplishments should be as specific as possible (unclassified information only).

B-6. PRESENTATION OF AWARD. Awards will be presented in March at a ceremony conducted at HQ, AMC or at the winning team's duty station.

Figure B-1
Sample Transmittal Memorandum

AMXXX (600-1)

20 Jan XX

MEMORANDUM FOR Commander, U.S. Army Materiel Command,
ATTN: AMCLG-LS, 5001 Eisenhower Avenue,
Alexandria, VA 22333-0001

SUBJECT: 20XX U.S. Army Materiel Command Outstanding
Integrated Product/Weapon System Team of the Year Award

1. References:

- a. Memorandum, HQ, AMC, AMCLG, dated XX XXX XX, SAB.
 - b. AMC Memorandum 600-8, AMC Outstanding Integrated
Product/Weapon System Team of the Year Award Program.
2. XXX nominates the XXX Integrated Product Team for the AMC
Team of the Year Award (enclosed). This team completed
numerous tasks of significant benefit to the Army and directly
contributed to our execution of several AMC missions.
3. Military nominees are within height and weight standards
contained in the appropriate regulations.
4. Point of contact is XXX XXXXX, DSN XXX-XXXX.

Encl

JOHN F. WAYNE
Colonel, OD
Commanding

Figure B-2
Sample Nomination Format Sheet

NOMINATION

20XX Army Materiel Command Outstanding Integrated
Product/Weapon System Team of the Year Award

TEAM TITLE:

TEAM MEMBERS:

COMMAND:

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

XX
XX
XX
XX
XX
XX
XX
XX
XX
XX
XX
XX

NARRATIVE: See enclosure.

APPENDIX C

AMC OUTSTANDING INTEGRATED PRODUCT/WEAPON SYSTEM TEAM OF THE
YEAR AWARD CEREMONY

XX MARCH 20XX

LG	Announce CG's arrival. Greet audience and announce purpose of ceremony Invite CG to the podium.
CG	Initial comments.
LG	Invite runner-up team to the front.
CG	(Optional) Remarks about runner-up team (brief bios attached).
AG	Announce names, read citations.
CG	Present certificates.
LG	Direct runner-up team back to seats. Announce procedures to recognize winning team. Invite winning team to the front.
CG	Remarks about winning team.
AG	Read citation.
CG	Present certificates and plaques. Invite winning team remarks.
LG	Direct winning team back to seats.
CG	(Optional) Closing remarks.
LG	Ask awardees to stand and be recognized with applause. Announce conclusion of ceremony.